

Department of Development Services

Building Division



4701 W. Russell Rd • Las Vegas NV 89118
(702) 455-3000 • Fax (702) 221-0630

Ronald L. Lynn, Director/Building Official • Gregory J. Franklin, Assistant Director

Highlighted excerpts are from the Building Administrative Code of Clark County

SUBJECT: TG-20-2008 SPECIAL INSPECTOR RESPONSIBILITIES

1.0 PURPOSE: BAC 22.02.530

The Building Official shall establish rules and regulations for approval and listing as well as for the conduct of any approved agency. Rules and regulations for the approval and listing requirements shall be contained in technical guidelines. The purpose of this Technical Guideline is to give general direction regarding the responsibility of the special inspector employed by a Quality Assurance Agency.

2.0 SCOPE: This Technical Guideline outlines the general responsibilities required of an approved special inspector. The general responsibilities include review of the construction documents, inspection of the work, and reporting requirements.

3.0 ABBREVIATIONS & ACRONYMS:

BAC: Building Administrative Code of Clark County

CCDDS-BD Clark County Department Development Services – Building Division

QAA: Quality Assurance Agency

TG: Technical Guideline

IBC: International Building Code

APPROVED DATE: October 17, 2008

EFFECTIVE DATE: November 1, 2008

Revised By:	Concurred By:	Approved By:
Jonathan A. Bahr, P.E. Senior Engineer	John S. Telford, P.E. Principal Engineer	Theodore L. Droessler, P.E. Manager of Engineering

5.0 REFERENCES:

Building Administrative Code of Clark County

International Building Code – current adopted edition as amended

TG-17 Minimum Approval Criteria for Special Inspectors and Other Personnel

TG-21 Special Inspection Responsibilities

TG-50 Final Report Requirements

TRG Technical Reporting Guideline

6.0 RESPONSIBILITIES:

6.1 Approval Process:

6.1.1 **Approval by the Building Official BAC 22.02.530(A).**

To perform residential or special inspections as set forth in the technical codes, a Quality Assurance Agency must be approved by the Building Official, who shall maintain a list of approved Quality Assurance Agencies.

6.1.2 Special inspection approval requests are based on QAA qualifications and agency employee individual certifications and/or experience in accordance with CCDDS-BD Technical Guidelines.

6.1.3 Special inspectors' activities will be monitored by CCDDS-BD to assure that inspection and testing are being properly performed and that reports are being prepared.

6.1.4 Special inspection documentation will be monitored by CCDDS-BD for compliance to TGs, approved construction documents, and technical codes.

6.1.5 **Stop Work for Failure to Perform Inspection BAC 22.02.510(D).**

If the Building Official determines that an approved special inspector is failing to properly perform special inspection services, or that an unapproved special inspector performed, or is performing, special inspection services, the Building Official may order the work to be stopped. Work may resume upon written agreement between the Quality Control Manager of the Quality Assurance Agency and the Building Official.

6.2 Quality Assurance Agency:

6.2.1 **Employment of Special Inspectors BAC 22.02.530(B).**

The approved Quality Assurance Agency is responsible to employ only approved designated residential inspectors for residential inspection work and special inspectors for work requiring special inspection pursuant to the technical codes.

- 6.2.1.1 The QAA is responsible to assign qualified and CCDDS-BD-approved inspectors and technicians on projects requiring special inspection.
- 6.2.1.2 The QAA shall assign the special inspector to the project in advance of the construction such that the inspector may become familiar with the approved construction documents.
- 6.2.1.3 The QAA shall maintain a copy of the current CCDDS-BD approved agency special inspectors list at the construction site with the inspection and testing reports.

6.2.2 Final Reports BAC 22.02.525(B)(3b).

- 6.2.2.1 The Prime Agency shall submit a final report to the Building Official stating whether all work requiring special inspection was inspected, reported and found to be in compliance with the approved construction documents and the technical codes.

6.3 Approved Special Inspector BAC 22.02.520:

- 6.3.1 Special inspection personnel, fabrication shop inspectors, or quality systems auditors must demonstrate competence to the satisfaction of the Building Official, achieve and maintain national certification(s), as required and meet the requirements of the Technical Guidelines. The Building Official shall maintain a list of approved special inspection personnel, fabrication shop inspectors, and quality systems auditors. Only approved special inspection personnel may perform special inspections in this jurisdiction.
- 6.3.2 The approved special inspection personnel shall be employed by an approved Quality Assurance Agency, a design professional approved to perform special inspections, or the Building Official.
- 6.3.3 Duties and Responsibilities of the Quality Assurance Agency and Special Inspector BAC 22.02.525.
 - 6.3.3.1 Approved designated residential inspectors, approved special inspectors and approved agencies shall perform all duties imposed through this Chapter, the technical codes, and the technical guidelines.
 - 6.3.3.2 The approved special inspector shall inspect the types of work identified in the Special Inspection Agreement for conformance with the approved construction documents and the technical codes. The approved special inspector shall report to the job sufficiently in advance of the commencement of work to become familiarized with the approved construction documents.
 - 6.3.3.3 The approved special inspector shall write a non-compliance report when approved construction documents or the permit are not available on the premises at the time of the inspection. The special inspector shall immediately notify the contractor and shall immediately submit a copy of the noncompliance report directly to the Building Official.

6.3.4 Daily Report.

- 6.3.4.1** The approved special inspector shall write daily report(s) and provide, as directed by the Building Official such other information as may be required within the scope of the special inspector's duties.
- 6.3.4.2** The approved special inspector shall furnish inspection reports as required by the technical guidelines.
- 6.3.4.3** The approved special inspector shall immediately notify the contractor and the Building Official in writing of non-conformance to the approved construction documents, or other violations of the technical codes within the scope of their special inspection activities. Notification shall be within 24 hours and may be accomplished by fax.
- 6.3.4.4** All daily reports prepared by a special inspector pursuant to this Chapter and the technical guidelines are the property of Clark County and shall be made available upon request by the Building Official.

7.0 PROCEDURE:

- 7.1** Special inspectors shall be employed as detailed in the Building Administrative Code of Clark County.
- 7.2** Each special inspector shall be approved by the Building Official prior to performing any special inspection duties. Each QAA shall submit the inspector's qualifications to CCDDS-BD for review. The written submittal shall be in compliance with TG-17. In addition to the written submittal, each special inspector may be subject to an interview, as detailed in TG-17, Appendix G "Interview Procedures for Proposed Special Inspection Personnel", before approval. The purpose of this interview is to determine the inspector's competence with both the technical and administrative provisions related to special inspection activities, and may be conducted at the QAA's office, CCDDS-BD office or at the project.
- 7.3** Special inspectors are subject to all duties imposed through the Building Administrative Code of Clark County, Technical Codes, and as detailed in the Technical Guidelines. Special inspectors shall become familiar with the agency's policies and procedures related to special inspection activities as contained in the approved Quality Systems Manual. The special inspector shall acknowledge receiving a current copy of the Technical Guidelines by filing with CCDDS-BD a completed Technical Guideline Acknowledgment Form (Form 822) with the QAA's annual renewal submittal. The special inspector shall also acknowledge receiving a copy of the agency's conflict of interest policy by filing with CCDDS-BD a completed affidavit.
 - 7.3.1 Notification.**

The Special Inspector shall notify the CCDDS-BD Inspections Services of commencement of inspection of a job. Notification shall be done through filing a Project Start-up and Subcontracted Inspection Notification Form (Form 803) with CCDDS-BD.
 - 7.3.2 Work without or exceeding the scope of permit.** The special inspector shall verify the permit covers the work in progress. The special inspector shall notify CCDDS-

BD within one business day when the work does not have a permit or exceeds the scope of an active permit.

7.3.3 Time of Inspection.

All special inspection shall be continuous unless allowed by the Technical Codes as a periodic inspection.

7.3.4 Inspection of the Work.

The special inspector shall inspect the work for conformance with approved construction documents, plan revisions, and supporting documents. Other construction documents that do not carry the CCDDS-BD approval mark may only be used as an aid to inspection. Additional inspection duties are found in the technical codes and TG-50.

7.3.5 Furnish Daily Reports.

Reporting requirements shall be per the technical codes and TG-50.

7.3.6 Structural Failure or Collapse.

The special inspector is responsible to immediately notify CCDDS-BD of any structural failure, collapse or condition that, in the opinion of the special inspector, may possibly lead to a structural failure. Notification may be made by telephone or fax.

7.3.7 Final Reports.

Reports shall comply with the technical codes and TG-50.

8.0 RECORDS:

The QAA shall maintain all records of testing and inspections and submit a final report to CCDDS-BD.

9.0 ATTACHMENTS:

Technical Guideline Acknowledgement Form (Form 822).

Project Start-Up & Subcontracted Inspection Notification Form (Form 803).

10.0 REVISION HISTORY:

Title	Revision/Approved Date	Effective Date
TG-20-2008	October 17, 2008	November 1, 2008
TG-20-2007	August 31, 2007	September 14, 2007
TG-20-2006	October 20, 2006	November 1, 2006
TG-20-2000	December 26, 2000	January 31, 2001



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PROJECT START-UP NOTIFICATION OF SPECIAL INSPECTIONS

Pursuant to the Building Administrative Code Section 22.02.525, the approved QAAs shall notify the Building Official within 24 hours of commencement of special inspection activities on a project. Depending on the scope of the project, multiple notifications may be required, such as first notification prior to earthwork activities and second notification prior to superstructure construction.

QAA: _____ Notification Date: _____ ☐ Commenced On: _____

Project Name/Phase: _____ Permit No.: _____

REQUIRED SPECIAL INSPECTION ACTIVITIES: (Mark all that apply)

- ☐ Grading (G) ☐ Drilled Piles/Caissons (R) ☐ Driven Piles (P) ☐ Concrete (C) ☐ Masonry (M)
☐ Steel (S) ☐ Smoke Control/Air Balance (K or K-TAB) ☐ Amusement/Transportation Systems (A)
☐ Wood (W) ☐ Fireproofing (F) ☐ EIFS (E) ☐ Special Cases (X) or Other: _____

DECLARATION OF SUBCONTRACTED SPECIAL INSPECTIONS

Pursuant to the BAC, Section 22.02.510, the Prime Agency shall provide in writing a written declaration that it's in responsible charge of all subcontracted special inspections. The Prime Agency is responsible for notifying the Building Official in writing of any changes in the designated subcontracted agencies. **This form must be completed, sealed by the designated Engineering Manager and faxed to CCDDS-BD within 24 hours of commencement of subcontracted special inspections.** Use additional forms when designating more than TWO subcontracted Quality Assurance Agencies.

Declaration Date: _____ ☐ Commenced On: _____ ☐ Initial Declaration ☐ Revised Declaration

Subcontracted QAA 1: _____ Scope: _____

Name & Signature QAA1 EM _____

Subcontracted QAA 2: _____ Scope: _____

Name & Signature QAA2 EM _____

I, _____, the Prime QAA's designated Engineering Manager (EM) declares that I will be in responsible charge of all special inspection activities for the above project. Affix seal, sign and date.

Fax to CCDDS-BD at 221-0630 Attention: Jonathan A. Bahr



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Ronald L. Lynn, Director/Building Official

TECHNICAL GUIDELINE ACKNOWLEDGMENT FORM - 2008

To comply with the Building Administrative Code of Clark County, (current edition), the Quality Assurance Agency, through its Quality Control Manager, is responsible to the Building Official for in-house distribution and application of technical guidelines. Please verify that each approved Special Inspector receives the Technical Guidelines (TGs) applicable to his/her approvals. This form shall be signed by the inspector then filed with CCDDS-BD.

DISTRIBUTED TGs (✓)	TG (Current Edition)	TITLE
	TG-1	Preparation of a Quality Systems Manual for a Structural Steel Fabricator Manual
	TG-2	Requirements for Approval as a CCDDS-BD Structural Steel Fabricator/ Manufacturer
	TG-11	Approval Process For Engineering Wood Products
	TG-12	Manufactured Engineered Metal Plate Connected Wood Truss Submittal and Review
	TG-12H	Manufactured Engineered Metal Plate Connected Wood Truss Submittal and Review
	TG-15	Quality Systems Manual
	TG-15R	Residential Quality Systems Manual
	TG-16	Quality Assurance Agency Obligations
	TG-16R	Residential Inspection Agency Obligations
	TG-17	Minimum Qualifications for Special Inspectors and Testing Technicians
	TG-17R	Minimum Qualifications for Designated Residential Inspectors
	TG-19	Approved Chemical Test Methods of Soils and Reporting Criteria
	TG-20	Special Inspector Responsibilities
	TG-21	Special Inspection Responsibilities
	TG-23	Quality Control Inspection/Testing Agency Project Audits
	TG-25	Listing of Landscape Aggregate Supplier
	TG-42	Approved Concrete Suppliers
	TG-50	QAA Final Report Format
	TG-60	Smoke Control Systems
	TG-65	Temporary Buildings
	TG-70	Sheathing Special Inspection
	TG-80	QAA Agreement Agency change
	TG-90	Electrical Testing Services
	TG-100	Conflict of Intrest
	TG-200	Peer Review of Construction Documents and As-Built Conditions
	TRG	Daily, C, M, S, W, F, E, K - Verification & Daily Reporting Requirements

I acknowledge that I received copies of the above-checked Technical Guidelines.

Print Inspector's Name

Inspector's Signature

Date

Please submit with the Annual Renewal